



**There will be ONE point of contact through the end of your event.
If you are thinking of getting a planner these are the rules.**

The Bell Tower on 34th does not acknowledge or allow self-described planners who have an email address ending in @gmail, @yahoo, @outlook, etc. Valid Planners are required to have a domain, a website, and insurance. This is in your best interest and ours.

The Bell Tower on 34th requires the following no later than 30 days prior to event date(s):

Provide complete contact information for the Planner and an executed copy of the agreement between you and the planner.

A release from you changing the single point of contact from you to the planner, placing them in complete control of your event decisions including financial decisions.

The planner will remain the Sole Single Point of Contact with the Venue from that point forward.

If your planner becomes the single point of contact, the planner must agree to become financially responsible as a cosigner for the event by signing the Bell Tower on 34th contract.

The Planner must turn in a FINAL signed floor plan, Timeline and Menu at least 30 days before your event.

The Planner must provide a complete list of all Vendors and their contact information at least 30 days prior to the event.

The Planner must provide all required Certificate of Liability Vendor Insurance to the venue. Band, DJ, Lighting, Florist. We must have the planners insurance on file as well prior to acceptance.

Provide a final copy of the invitation no later than 30 days before the event, prior to printing and mailing.

Planner must set up a meeting with the Bell Tower on 34th Event Producer to review details no later than 21 days before the event.

Planners may not instruct any vendors or guests to arrive earlier than the contracted times.

Planners may not deliver or arrange to have delivered any rentals or event items before event load in time.

I the undersigned Understand and Agree to the above-mentioned Important Contractual Term.

Signed _____ (the client) Date _____